

**Attachment 1 : GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT (GIPAA)
TRAINING OUTLINE (for standard 2 day course)**

Standard Course Content DAY 1:
Objects of the GI(PA) Act
Interpretation of the Act
GIPA Act Scope
Contractors' information (s.121)
Formal GIPA applications as a last resort
4 Ways of releasing information
Mandatory proactive disclosure (s.6)
Disclosure Log (ss.25-26)
Register of government contracts (ss.27-37)
Authorised proactive release (s.7)
Informal release (s.8)
Formal GIPAA access applications (s41)
Processing a formal access application
"Information" and "Record" definitions
Agency's duty to assist requester
Fees and Charges
Estimating charges
"Personal information" definition and exceptions
Exceptions for charges
Advance Deposits (ss.68-71)
Timeframes / Deadlines / Extensions
Consequences if deadline not met
Third Party Consultation (s.54)
Third Party Rights of review
Personal factors of applicant (s.55)
Forms of Access (s.72) and s.72(2): Exceptions
Indirect access S.73(3)
Deletion of matter s.74
Refusals inc. refusals to deal with application (ss.58 -60)
Refusal – unreasonable /substantial diversion (s.60(1)(a))
Notice of Decision (s.61-62)
Rights of review
Internal review
Information Commissioner Role
Review by Information Commissioner
Review by NCAT
Higher Level review
Offences (ss.116-120)
Legal protections

DAY 2:
Decision-Making: Refusal of access
Schedule 1: overriding public interest against disclosure
Clause 1 Overriding secrecy laws
Clause 2 Cabinet information
Clause 3 Executive Council information
Clause 5 Legal professional privilege
Clause 5A Privilege generally
Clause 5 Legal professional privilege – requirements
Overview of public interest test
“Public interest”: concept
Public Interest: irrelevant factors: (s.15)
Public interests in favour of disclosure (s.12)
Public interests in favour of disclosure – specific examples
Public interests against disclosure (s.14):
1 Responsible and effective government
2 Law enforcement and security
3 Individual rights, judicial processes and natural justice
4 Business interests of agencies and other persons
5 Environment, culture, economy and general matters
6 Secrecy provisions
7 Exempt documents under interstate FOI legislation